

DEPARTMENT OF THE ARMY
MANSCEN NONCOMMISSIONED OFFICER ACADEMY
FORT LEONARD WOOD, MISSOURI 65473

AIZI-NCO-CA

5 April 2007

MEMORANDUM FOR Students attending the **CBRN Advanced Noncommissioned Officer Course Class 03-07**

SUBJECT: Information Letter

1. This information letter is intended to assist incoming **CBRN ANCOC** students with reporting and inprocessing.
2. Your class will be billeted in the Unaccompanied Enlisted Personnel Housing (UEPH) located in Grieves Heights. The billeting office located at Building 470 will determine your building. Prior to arrival your arrival it is recommended you call 1-800-677-8356 or visit the following site <http://www.fortleonardwoodlodging.com/> to make reservations.
3. Your military address while attending the course will be issued to you when you sign for your room at billeting.
4. All students will be issued a meal card to be utilized during the duration of the course you can refer to the CBRN ANCOC webpage for updated information regarding the use of Military Training Service Support (MTSS). <http://www.wood.army.mil/mncoa/cmancoc/ancoc1st.htm>
5. All personnel attending **CBRN Advanced Noncommissioned Officer Course Class 03-07** need to report at **0700 hrs., 30 Apr 07 in TH 2213** of building # 3203 (General Instruction Facility) (Thurman Hall). **The uniform will be either the ACU or BDU.**
6. Initial inprocessing will take place at **0700** on the reporting date. You must bring the following items with you for inprocessing:
 - a. 1 copy of DA Form 1610, with amendment orders (if applicable) or DTS orders
 - b. 1 copy of the Total Army School System Unit Pre-Execution Checklist (Oct 2004) complete & signed by Commander only.
 - c. 1 copy of Unit DA Form 705, with DA Form 5500-R/5501-R (if applicable)
 - d. 1 copy of DA Form 3349 Permanent, P3 & P4 must have MMRB
 - e. 1 copy of Enlisted Record Brief (ERB) or DA Form 2-1/2A
 - f. Original DA Form 31 (if applicable)
 - g. 1 copy of DA Form 348, military/civilian driver's license (Accident Avoidance training must be complete)
 - h. Ink Pen, with something to take notes on
 - i. Optical Inserts (if applicable)
7. If you do not have any of these items, you must make arrangements to have them faxed to you at DSN: 676-8134 or commercial (573) 563-8134 within 72 hours. **You must have extra copies of these documents for personal records. Copies will not be made at the time of inprocessing.**

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8. There will be a WEIGH-IN at **0430 on 01 May 07**. The uniform will consist of the Army winter IPFU with, short sleeve shirt, shorts, white socks, and running shoes. **There will be no spandex worn.** Ensure that you have ID Card and ID Tags in your possession at the initial formation.

9. All additional information can be found at our website, i.e. packing list on the following link at <http://www.wood.army.mil/mncoa/cmancoc/ancoc1st.htm>. The point of contact for this memorandum is SGT Schofield @ (573)563-7476/7470 or DSN: 676-7476/7470.



JEFFREY P. GARCIA
1SG, USA
Chief of CBRN ANCOC